

STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR CHIEF OF NURSING SERVICES DIVISION OF CORRECTIONAL HEALTH CARE SERVICES SACRAMENTO, CALIFORNIA

**MONTHLY SALARY
\$8,950 - \$10,235**

FINAL FILING DATE:

June 19, 2006

MISSION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

VISION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

The California Department of Corrections and Rehabilitation (CDCR) seeks a highly skilled leader to serve as its Chief of Nursing Services to lead in this major correctional reform in California. The position of Chief of Nursing Services is located within CDCR's Division of Correctional Health Care Services (DCHCS). Under the direct supervision of the Deputy Director, Clinical Operations Branch, the Chief of Nursing Services provides overall supervision and management of nursing services delivered at all CDCR institutions; ensures that institutions provide nursing services in accordance with the DCHCS requirements and generally accepted nursing standards of practice; and supervises Regional Directors of Nursing.

Typical duties include:

- Provide oversight for the development of statewide nursing policies, procedures, and protocols for the delivery of nursing services to inmates. Develop and ensure statewide implementation of a system that effectively certifies competence to perform nursing duties, including the performance of physical assessments and use of outpatient and urgent/emergent protocols. Establish statewide standards for orientation of nurses providing care at CDCR institutions. Provide oversight to the statewide professional practice system as it relates to nursing, including morbidity and mortality reviews, emergency response reviews, self-audits, Quality Management Assessment Team reviews, and public health containment activities, with focus on actions by the Regional Directors of Nursing to improve the quality of nursing services as a result of these reviews and activities. Provide leadership in addressing issues of concern on a prioritized basis. Participate directly in the hiring process for Regional Directors of Nursing and the preparation of performance evaluations. Perform on-site reviews of nursing operations as indicated.
- Assist in the statewide implementation of a managed care system at CDCR institutions. Participate in and/or direct quality management efforts to evaluate and improve nursing services. Ensure that the provision of nursing services is consistent with community standards, legal mandates, and CDCR goals. Guide the implementation of initiatives such as consolidation of health care missions and the development of Centers of Excellence to improve the efficiency and delivery of nursing services.
- Work collaboratively with the Deputy Director to ensure that institutions operate an effective quality management system for systematic program evaluation and improvement and assist in screening off-site hospitalizations at an aggregate level to identify strategies for reducing inappropriate use. Facilitate the compilation and analysis of aggregate utilization data and design statewide training programs to improve program performance. Maintain an effective system for identifying and minimizing under- or over-utilization of on-site and off-site services to ensure quality health care and mitigate the inappropriate use of state resources. Working with the Deputy Director, monitor efforts to secure and maintain licensure for clinical facilities and, in consultation, develop and implement statewide policies governing the provision of public health nursing services to both inmate-patients and CDCR employees.
- Assist the Department in determining health care priorities; developing plans, policies, and programs; and identifying related resource needs. Serve as a departmental advisor on the statewide application of DCHCS nursing policies and procedures in the field. Advise the Deputy Director and Director of DCHCS regarding barriers to effective implementation of statewide nursing policies, procedures, programs, and processes, and opportunities for improvement and inform them of sensitive issues related to the delivery of nursing services to inmates.
- Serve as a member of DCHCS's administrative staff, participating in various steering committees and subcommittees. Routinely collaborate with DCHCS staff, stakeholder groups, representatives from other state agencies, and the private sector to improve the quality of health care services provided to inmates. Represent the Department during legislative hearings and in conferences with stakeholders. Respond as directed in the event of an emergency to direct the provision of on-site care. Perform other duties as required.

MINIMUM QUALIFICATIONS

- Extensive clinical background
- Possession of an advanced nursing degree (e.g., health nurse administration)
- Demonstrated management experience

ADDITIONAL QUALIFICATIONS

Candidate must have the ability to perform high-level administrative and nursing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- Experience in the management of a large clinical nursing delivery system and the knowledge of the principles, practices and procedures used to provide timely and cost-effective nursing services.
- Knowledge of the organization and functions of California State Government, including the organization and practices of the DCHCS and generally accepted nursing standards and practices.
- Principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; and a manager's role in achieving an equal employment opportunity workplace.
- Ability to plan, organize and direct the work of multidisciplinary clinical and administrative staff.
- Ability to develop and analyze administrative policies, protocols, procedures and practices for the delivery of nursing services to inmates.
- Ability to establish and maintain cooperative working relationships with staff, representatives of all levels of government, the public, and the Legislative and Executive Branches.
- Analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives and mission.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, sale of residence, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration. Qualifying criteria will be provided to all who are selected for interviews in their interview notice.

THE DEPARTMENT

CDCR operates all state youth and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all applications following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California.

HOW TO APPLY

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office, and submit a copy of the application along with a resume of qualifications and experience, and three professional references (names and telephone numbers) to Toni Dodds, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California 95814 by June 19, 2006. For further information regarding this position, please contact Toni Dodds at (916) 327-8033.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.governor.ca.gov or <http://appointments.ca.gov/en/form/index.php>

NOTE

The Chief of Nursing Services, DCHCS is an "Exempt" position; therefore, appointment to this position and salary are subject to Executive Approval.